



Relief Counselor

Department: Countywide

Class Code: 4323

EEO Code: 25

FLSA: N

Effective: 01/04/1995

GENERAL STATEMENT OF DUTIES:

Under immediate supervision; performs work of routine difficulty in assisting in training and supervising consumers in a residential program; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Provides instruction in daily living skills including shopping, food preparation, budgeting, personal hygiene and housekeeping; assists and supervises residents in residential environment and in community; administers medication according to established procedures; documents progress of residents; assists residents in selecting and arranging routine or emergency medical care and first aid; transports residents to work, to doctor's appointments, to leisure activities, to program sites or other destinations; may perform housecleaning or minor repairs; supervises residence overnight as needed; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of first aid and emergency techniques; of appropriate training principles and techniques; of the principals of normalization.

Considerable skill in supervising individuals with mental retardation; in teaching daily living skills.

Considerable ability to assist consumers with daily activities including cleaning and cooking; and ability to climb stairs.

MINIMUM EDUCATION AND EXPERIENCE:

High school diploma; college coursework preferred; human services experience helpful; or equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Valid Driver's License

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
